Accreditation Steering Committee Minutes

10/07/11

PRESENT: Deanna Abma, Steven Brown, Beth Cataldo, Kristin Charles, Raymond Chen, Ophelia Clark, Attila Gabor, Phyllis McGuire, Lindy McKnight, Gohar Momjian, Madeline Mueller, Alice Murillo, Andrea Niosi, John Rizzo, Ian Robinson, Fred Teti

1. Minutes: The Committee approved the September 23 minutes as corrected.

2. Progress Report:
   - The listening team has received a lot of very constructive feedback.
   - All feedback is due on October 14.
   - A final version will be emailed out to the Steering Committee to review.
   - The Self Study report will be on the October 27 Board of Trustees agenda for discussion. Co-chairs should attend the meeting so that they can answer questions that may arise.

3. Future meeting days/times:
   The Steering Committee confirmed changing the November 4 meeting to October 28.

4. Review of:
   a. City and College Data:
      Steve Spurling reviewed the City and College data with the Committee, which suggested revisions to a few of the tables.
   b. Questions from Larry:
      No questions from Larry were raised.
   c. Revised Eligibility Requirements:
      The Committee reviewed and discussed Eligibility Requirements and suggested revisions.
   d. Major Findings:
      The Committee reviewed and discussed the Major Findings document. The co-chairs confirmed that they had updated their Planning Agendas, though they weren’t reflected in the current document. Additional changes need to be made to the document. In addition, the Committee discussed whether the Major Findings section should be renamed Planning Agendas to better reflect the content of the document. Larry and Karen will investigate further how to label the document. They will inform the Committee.

5. Report on Design and Production of the Self-Study:
   Gohar reviewed the production schedule. We will be using the Docutech machine, which is run by the Graphic Communications Department. They will follow the style guidelines provided by WASC.

6. Acknowledgements pages:
   The Committee discussed whether there should be an Acknowledgements Section added to the Self-Study Report and, if so, whose names should go on it. The Committee decided to put those who were officially assigned to a subcommittee in this section and others who worked to refine and edit the final document. Karen said she would create a draft of this document and send it to the chairs to review.

Minutes submitted by Beth Cataldo

Karen Saginor, President
Steven Brown, Second Vice President
Frederick Teti, First Vice President
Venette Cook, Secretary